

W.T.E. I.

AGENDA COVER MEMO

AGENDA DATE: December 17, 2003

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh

AGENDA TITLE: In the Matter of Ratifying the County Administrator's Decision to Sign the Grant Application to the Department of Human Services for Oregon Children's Plan Special Projects in the Amount of \$300,000



I. MOTION

IN THE MATTER OF RATIFYING THE COUNTY ADMINISTRATOR'S DECISION TO SIGN THE GRANT APPLICATION TO THE DEPARTMENT OF HUMAN SERVICES FOR OREGON CHILDREN'S PLAN SPECIAL PROJECTS IN THE AMOUNT OF \$300,000

II. ISSUE OR PROBLEM

A grant application was made to the State of Oregon, Department of Human Services for Oregon Children's Plan Special Projects in the amount of \$300,000. Due to the short notice by Department of Human Services to apply for this grant, the County Administrator signed the grant application prior to the Board delegating signature authority.

III. DISCUSSION

A. Background / Analysis

The Department of Human Services received a legislative appropriation of two million dollars to resume mental health and addiction services through the Office of Mental Health and Addiction Services (OMHAS). The funding is intended to serve children ages 0-8 who are high risk due to mental or emotional disorders or parental addiction disorders or mental illness. Services are to be provided to children and their families when there are no other resources to pay for needed services. In funding services for this population, the department will further the goals of the Oregon Children's Plan.

The date of issuance for the application was November 25, 2003 with applications due initially on December 9, 2003 then extended to December 15, 2003. Given the extremely short time frame to complete the application, there was not sufficient time to request from the Board delegated authority to sign the grant application.

The goals of the Early Childhood system developed through the Oregon Children's plan are:

1. Prevent child abuse and neglect.
2. Improve the health and development of young children.
3. Promote bonding and attachment in the early years of a child's life.
4. Support parents in providing the optimum environment for their young children.
5. Link and integrate services and supports in the voluntary statewide early childhood system.
6. Ensure that children are entering school ready to learn.
7. Ensure that children receive quality service delivery.

Services provided under this grant must be provided by agencies that have a Letter of Approval, license, or certification from OMHAS. In addition, agencies must either be approved under OAR 415-012-0040 to provide women's alcohol and drug treatment services or have a Certificate of Approval, issued by the OMHAS under OAR 309-032-0970 to provide children's outpatient mental health services.

Lane County Department of Health & Human Services and Department of Children and Families convened a meeting with those agencies that met the Letter of Approval, license, or certification requirements to receive these funds from the Office of Mental Health and Addiction Services. At that meeting, specific services were identified which would meet the goals of the Early Childhood system as defined above. Agencies volunteered to provide a narrative description of services to be provided which would include:

- expected volume of each service.
- the number of persons or families expected to be served.
- the types of services that will be delivered.
- the target populations.
- the locations where services will be provided.
- providers and personnel who will deliver the services.
- the outcomes of each service and how those outcomes will be tracked and measured.

Of the application amount, \$15,000 would remain with Lane County for project administration. The remainder of the funds would be distributed through a competitive selection process per State of Oregon contract law. There is one agency in Lane County that meets the state requirements to provide women's alcohol and drug treatment services. There are eleven agencies that meet the state requirements to provide children's outpatient mental health services.

The following questions address agenda cover memo requirements of the Lane Manual.

- 1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?**

There is no match required for this grant application.

- 2. Will the grant require expenditures for material and services or capital, not fully paid for by the grant?**

No. Only a small amount of money for grant administration is being retained by Lane County, the remainder will be subcontracted out for services.

- 3. Will the grant funds be fully expended before county funds need to be spent?**

Yes. There are no County funds needing to be spent for this project.

- 4. How will the administrative work of the grant be covered if the grant funds don't cover it?**

Administrative costs are covered by the grant.

- 5. Have grant stakeholders been informed of the grant sunseting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.**

Yes, stakeholders have been informed. The funding for this grant will run from January 2004 to June 30, 2005. Grants may be renewable for the following funding cycle (FY 2005-2007) based on a review of the volume of service, demonstration of positive outcomes and the availability of funding. Grants will be funded through the County Financial Assistance Agreements.

- 6. What accounting, auditing, and evaluation obligations are imposed by the grant conditions?**

If funded, Lane County will be required to submit quarterly reports to OMHAS describing the amount and type of services provided, numbers of individuals and families served as well as progress with any outcome data or measures described in the selected application.

- 7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the County will need to cover these costs and is it an appropriate cost incurred by support service departments?**

These costs will be covered by the \$15,000 which the County will retain.

8. Are there any restrictions against applying the County full cost indirect charge?

No. This grant will be funded through the County Financial Assistance Agreement FY 2003-2005 amendment process.

9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

No. The services that will be funded through this grant will be new services for a population (0-8 age children) currently not receiving mental health or family alcohol/addiction services and will not supplement programs or positions already being funded through other funding sources. The bulk of the funds will be contracted out to mental health and alcohol and addiction service providers. Five percent of the funds awarded will remain with Lane County for administration of the grant. The grant will be awarded through the current County Financial Assistance Contract #20-001 2003-2005 and the indemnity obligations of the CFAC will apply to this grant.

The grant award requested, \$300,000, exceeds the County Administrator's delegated authority to sign (Lane Manual 21.137). Therefore, this order requests the Board to ratify the County Administrator's decision to sign the emergency grant application.

B. Alternatives / Options

1. To accept the motion and ratify the County Administrator's decision to sign the grant application for the Department of Human Services, Oregon Children's Plan Special Project funds.
2. Not to accept the motion. This would result in loss of opportunity to receive \$300,000 to provide valuable services towards meeting the goals of the Oregon Children's Plan.

C. Recommendation

To approve number one above.

D. Timing

The grant application has already been submitted. If Lane County is selected to receive funding, Health & Human Services will return to the Board with an order to accept the funding.

IV. IMPLEMENTATION

Same as timing above.

V. ATTACHMENTS

Board Order
Attachment A – Application

Admin \ Marcia \ MHBoard Order \ Ratified board order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

**RESOLUTION) IN THE MATTER OF RATIFYING THE COUNTY
AND ORDER:) ADMINISTRATOR'S DECISION TO SIGN THE GRANT
) APPLICATION TO THE DEPARTMENT OF HUMAN SERVICES
) FOR OREGON CHILDREN'S PLAN SPECIAL PROJECTS IN THE
) AMOUNT OF \$300,000**

WHEREAS, the State of Oregon, Department of Human Services has released a request for applications to resume mental health and addiction services for those children ages 0-8 who are high risk due to mental or emotional disorders or parental addiction disorders or mental illness; and

WHEREAS, the date of issuance was November 25, 2003 with applications initially due December 9, 2003 and then amended to December 15, 2003; and

WHEREAS, the short timeframe did not allow for Board approval prior to submission; and


WHEREAS, these short timelines resulted in Health & Human Services requesting the County Administrator sign the application and the application be submitted by Lane County; and

WHEREAS, if the grant application is approved, the Board will have the opportunity to review the grant documents as part of the grant acceptance process.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners ratify the County Administrator's decision to sign the grant application to the Department of Human Services for Oregon Children's Plan Special Projects in the amount of \$300,000.

DATED this ____ day of December 2003

Peter Sorenson, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 12/9/03 Lane County

OFFICE OF LEGAL COUNSEL

**ATTACHMENT A
GRANT APPLICATION**

(Not completed until December 11, 2003)

December 17, 2004 Agenda Item

Zoe and Teresa,

In the Matter of Ratifying the County Administrator's Decision to Sign the Grant Application to the Department of Human Services for Oregon Children's Plan Special Projects in the amount of \$300,000